

BASE BULLETIN
VANDENBERG AFB CA 93437-0759

4 April 2001

No.14

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

SECTION II – OFFICIAL

1. 30th Communications Squadron:

a. Emission Security: If you do electronic processing of classified information, please ensure you have a current EMSEC evaluation or inspection on file with the Wing Information Assurance Office (WIAO). Call MSgt M. Landon at extension 5-2352 for assistance. (30CS/SCBI, 5-3252)

b. New Link on the VEPDL to AFMAN10-100: Hill AFB offers the AFMAN10-100 and knowledge quizzes online. Their site has been operational since October 00 and is supporting over 100 locations. They are always welcoming new users that can meet their training needs with their site. They only sign up users who specifically request access. If your unit is interested in being listed on their drop-down menu please contact Lt Chris W. McDaniel, (chris.mcdaniel@hill.af.mil). They can also assign a user name and password to training managers so they can access the on-line tracking database.

2. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

b. Shipping/Receiving Packages via Federal Express: Attention all base organizations that ship and/or receive packages via Federal Express: Under the DoD approved GSA contract, FedEx is authorized to transport unmarked classified packages up to a classification of SECRET. Any packages you receive from FedEx must be treated as classified material until it is determined to be otherwise. When shipping classified items, they must be processed through TMO Cargo Movement unless other arrangements have been made. TMO must be advised of the classification level. Any questions may be directed to MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

3. Vandenberg Commissary and Mini-Comm Schedule:

a. Easter Sunday: 15 Apr 01, Easter Sunday, the Vandenberg Commissary main store is closed. However the Mini Comm will be open from 0930 - 1800 on 15 Apr 01 Easter Sunday.

b. Inventory: On Monday, 16 Apr 01 due to the formal inventory the Mini Comm will open from 0930 - 2100. Due to the formal inventory patrons will not be allowed access to the Vandenberg Commissary main store.

4. Air Force Reserve/Guard Information

OPR: 30CS/SCSPP-DCI

Distribution: F

a. Air Force Reserve Has Additional Educational Benefits. If you are separating from Active Duty, prior military service, or never served before and are looking for additional educational assistance, the Air Force Reserve can help! The Reserve Montgomery GI Bill (MGIB) Kicker Program has been in effect since June 2000. It was designed to work in conjunction with the MGIB, Chapter 1606 (Reserve) and MGIB, Chapter 30 (Active Duty). The program is available to both qualifying unit reservists as well as Individual Mobilization Augmentee's (IMA's). You can receive as much as \$350.00 per month in addition to the MGIB benefit. The MGIB Kicker program is available for the following AFSC's: 1N - Intelligence, 1T - Aircrew Protection, 2A - Manned Aerospace Maintenance, 2F - Fuels, 2T - Transportation & Vehicle Maintenance, 2W - Munitions & Weapons, 3E - Civil Engineering, 8D - Linguist Debriefing/Interrogator (IMA's only), 1A - Aircrew Operations and 4N - Medical Services. To find out how you can qualify, please contact MSgt Brenda Kartheiser, Air Force Reserve Recruiter at 6-2704. (30MSS/ISR)

b. Palace Chase Briefing: 10 Apr 01, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, you must first attend this briefing. For more information, call MSgt Kartheiser (AF Reserve Recruiter, 6-2704). (30 MSS/ISR)

5. 30th Security Squadron Information:

a. Neighborhood Watch Program: This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program in your area, call Police Services, 5-0792. (30 SFS/SFOSP)

b. Vacation Quarters Check: If you live in base housing and plan to take leave or go TDY, have Security Forces check your home while you are gone. To make arrangements, stop by the Law Enforcement Desk, Bldg. 13675. For more information, call Police Services, 5-0792. (30 SFS/SFOSP)

c. Firearms Registration: IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1., all base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration, from your orderly room. After completing in triplicate, take the signed form to Bldg. 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

OFFICIAL

STEPHEN L. LANNING
Colonel, USAF
Commander

SUSANNE BRIXLER-STaab
Chief, Publishing Management

SECTION III – UNOFFICIAL

Vandenberg Technical Library Open House: 4 Apr 01, 1230-1600. The Vandenberg AFB Technical Library Staff invites Vandenberg personnel and contractors to a National Library Week Open House on 4 Apr 01, from 1230-1600 at the Technical Library in Building 7015. Library staff will be demonstrating use of computer equipment, software, and services. This is a great opportunity to learn how the Technical Library can assist you with your mission related research needs. Refreshments will be served throughout the event. (30LG/LGPPT, 6-9745)

The African-American Association: The next general membership meeting is scheduled for Thursday, 5 Apr 01, at 1600 in the Chapel 1 Annex. All active duty members, spouses, dependents, and retirees are welcome. For more information, contact MSgt Quinn Johnson, Capt Lee Davis, or Ms Cora Armstrong at 5-6354, 6-5917, and 5-8718, respectively. (576FLTS/TMOD)

Lompoc Community Concert Association: The 54th Annual Subscription Drive continues for 4 concerts: Cristiana Pegoraro, piano; Joe Burgstaller, Trumpet; Robert Trentham Civil War songs & stories; and Linda Wang, violin. Join now for the best in family entertainment. Season subscriptions available at \$40.00 for adults, students \$19.00, and Family \$90.00. A payment plan is available, call 805-736-8713 or 805-736-2287 for details or Margaret L. Clark 733-3014 (evenings). (ITT)

Amateur Radio License Testing: 21 Apr 01, 1000. The Satellite Amateur Radio Club of Vandenberg AFB is pleased to announce that a VE Session will occur on Saturday, April 21st, at 10:00 AM, to administer tests for all classes of Amateur Radio licenses. Testing will be held at the Cook Street Facility in Santa Maria, 314 West Cook Street, corner of Cook and Pine. For more information, contact Dick Davidson, W6JX, at 349-8155, or Roy Ellis, W6QJ, at 736-0833. To learn more about the Satellite Amateur Radio Club, call Eric Lemmon, WB6FLY, at 733-4416. (Boeing, 6-6340)

Community Support Center: Pre-Register for all Classes, Workshops and Seminars. (30MSS/DPF)

- a. Divorce Recovery Groups:** 9 Apr 01. The group meets every Mon and Wed from 1600-1730 for 13 classes. To register call Chaplain Toguchi at 606-5773 or Linda Bastine at 606-9958.
- b. Single Parents Support Group:** 10 Apr 01, 1100-1230 at the Pacific Coast Club. This is an informal group for individuals who are dealing with divorce and single parenting. Pre-Registration not required. For more information, call 6-9958.
- c. Mutual Fund Basics:** 13 Apr 01, 1300-1400. Also known as Mutual Funds 101, this class will explain the basics of investing in mutual funds. To register call 6-4491.
- d. Newcomer Spouse Orientation:** 16 Apr 01, 745-1230 for a full morning of the Base Newcomer Orientation at the Pacific Coast Club or opt to arrive at 0950 to attend the Community Fair followed by the Spouse Group at 1100. Children are welcome to the Fair and Spouse Group – toys are provided. Meet other newcomers and learn about services and things to do on and off VAFB. Registration is not necessary, but call 6-0801 for more information.
- e. Interviewing and Dress for Success:** 18 Apr 01, 0900. Make a statement, and get the job! Learn what to wear and what “not” to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.
- f. Assignment Korea:** 18 Apr 01, 1330. An informational session designed for those who have orders, or are thinking of volunteering for Korea. Learn about the people, culture, tourism, and how to get around. Our instructor is Mr. Sunny Park, a Korean who just returned from a 5 year assignment at Osan.
- g. Developing a Spending Plan that Works:** 19 Apr 01, 1000-1200. A two-part series that presents information on developing a plan for spending and saving money. Take a look at spending habits, understanding and clarifying **needs** from **wants**, and how to have balance in your spending.
- h. Retiree Events:** Potluck at 1200. 19 Apr 01, 1200. The guest speaker will be Ms. Renee Iler-Loyd from Health Insurance Counseling and Advocacy Program (HICAP). For more information and to sign up to bring a dish for the potluck and RSVP, please call the Retiree Center (805) 606-5474.
- i. Sponsorship Training:** 23 Apr 01, 1500-1600. Hear about the changes in the program and learn sponsor responsibilities, relocation resources, and tips to assist newcomers. Also offered as a tutorial on the “Intranet” or website <https://intranet.vandenberg.af.mil/sponsor/index.htm>. To sign up call 6-0801.
- j. U.S. Citizenship Exam Preparation Class:** 24 Apr 01, 1330-1530. U.S. Citizenship is required for many DoD jobs and to be eligible to vote. What does it take for a person from a foreign land to become a U.S citizen? In addition to being a person of good moral character, they must be at least 18 years old, and pass a test administered by the U.S. Immigration and Naturalization Service. Learn the application procedures and study some sample questionnaires. For more information, call 5-0134.

30th Services Squadron (30 SVS/SVK, 6-0276)

a. Pacific Coast Club (For details on any club functions please call 734-4375 or 734-4376).

Entertainment

- Every Friday **Members Only Social Hour.** 1700. Complimentary snacks.
- Every Friday **Club Card Drawing.** 1800. \$300 pot every Friday, must be present to win. If no one wins, we add \$25 to the pot each week until there is a winner.
- 5 Apr 01, 2100-0200. **Live DJ** in the Hawk's Nest.
- 6 Apr 01, 1900-2300. **Karaoke Night** in the O-Lounge.

- 7 Apr 01, 2100-0200. **Live DJ** in the Hawk's Nest.

Menu

- **Lunch Time Potato Bar:** The club now has a lunchtime potato bar available Mon-Fri. Baked Potato with unlimited toppings and a small salad just \$3.95.
 - **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
 - **Easter Brunch:** 15 Apr 01. Adults \$17.95, Kids age 4-12 \$.75 per year, Children under 4, Free.
 - Tuesday and Thursday **Dining** menu, 1800-2000.
 - 5 Apr 01. **2 for 1 Rib Eye Steak.** \$16.95.
 - 10 Apr 01. **BBQ Pork Ribs and Chicken Buffet,** all you can eat. \$8.95.
 - **Foggio's:** Now call and order ahead at 5-7800.
 - **April Special:** Sunday Only. Purchase a two-topping pizza and get a free family order of salad and bread sticks.
- b. **Fitness Center:** (30SVS/SVMP, 6-3832)
- 14 Apr 01, 0900. **Mountain Bike Ride.** Sign up at the Fitness Center today.
 - **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
- c. **Family Aquatics Center:** (30SVS/SVRO, 6-3581)
- **Pool Closure:** The Base Pool is closed for the renovation of the deck and pool liner. The re-opening date is tentatively set for 7 May 01. We apologize for any inconvenience.
- d. **Bowling Center:** (30SVS/SVK, 6-3209)
- **Learn to Bowl:** 6 Apr 01, 1500-1800. Free instruction from a certified coach. Call ahead for reservations.
 - **Sunday Special in April:** Half price bowling for all eligible Youth bowlers, 1200-1900.
 - **Discount Special in April:** 10% off on bowling equipment purchased by an authorized Youth bowler.
 - **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2200-0100, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
- e. **Services Center:** (30SVS/SVYR, 5-8974)
- **New Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Styles of massage currently available include: Jin Shin, Swedish Massage, and deep Tissue Massage. Located in the Services Center. For an appointment call 5-4748.
 - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center. Wednesday, 1830-2100.
 - **ITT Trips:**
 - 7 Apr 01. **Outlet Mall Shopping Trip** to Camarillo. Leave VAFB at 0900. Cost is \$25 for transportation.
 - 12 Apr 01. **"Price is Right"** TV taping. Cost is \$40, including transportation. Leave VAFB at 0600. Must be 18 or older to participate.
- f. **Youth Center:** (30SVS/SVYY, 6-2152)
- **Annual Easter Egg Hunt:** 14 Apr 01, 1000-1200. For children 10 and under. Bring your own Basket.
 - **T.R.A.I.L.:** 16-19 Apr 01. The new TRAIL program kicks off. Explore the wildlife and environment around Vandenberg AFB with this fun and educational program.
 - **Give Parents A Break:** The Vandenberg Youth Center is offering this new program to assist military families. Under the "Give Parents a Break" program the Youth Center's School Age Program would be made available a few times a month to referred families with all costs covered by the Air Force Aid Society (AFAS). For more information contact the Youth Center at 6-2152.
- g. **Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
- 6 Apr 01. **Guardian Challenge Tournament** start time 1200. Open play shotgun at 0730.
 - 7 Apr 01. **Junior Lessons** with Bob Kotowski, Saturdays at 1330. Cost is \$5 per child.
 - 7-8 Apr 01. **Spring Open Tournament.** \$20 per person. Sign up deadline is 5 May 01, 1500.
 - **Ladies Priority:** Every Wednesday 0830-0900.

h. Rod & Gun Club: (30 SVS/SVRO, 6-4560)

- **Hunter Safety Class:** 5-6 Apr 01. State Certified course. \$10 course fee. Pre-registration required.
- **Archery Safety Class:** 7-8 Apr 01. Must be 10 years or older, \$15 course fee.
- **Open Skeet:** Open skeet and trap shooting every Wed, Fri, Sat and Sun at 0830, except for special events.
- **Five Stand Sporting Clays:** 2nd and 4th Tuesday each month.

i. Library: (6-8906)

- **Library Week:** National Library week is 1-7 Apr 01. Visit the Base Library.
- **The Internet is Coming:** 6 Apr 01, sign up early to get your Internet card.

Education Services & Human Resources Flight: (30MSS/DPHS, 5-5902)

a. The Airlift/Tanker Association (ATA): The ATA is pleased to announce that \$200.00 Tuition Grants will be available to deserving enlisted personnel. Grants are available to AF active duty or Reserves and Air National Guard pursuing undergraduate or graduate degrees. You must be a member of the Airlift/Tanker Association and be assigned to an air mobility operational and/or support function. Tuition will be awarded as long as funds are available. For criteria and applications contact the Base Education Office in Bldg 14001 or ext.5-5904

b. Scholastic Aptitude Test (SAT): The next Scholastic Aptitude Test (I) is scheduled for Saturday, May 24, 2001 at 8:00 a.m. in building 14002, provided enough people are scheduled. This test is for military personnel only. The SAT I is a three-hour test, primarily multiple-choice, that measures verbal and mathematical reasoning abilities. SAT scores are required for various commissioning programs. Call the Education Center, at ext. 5-5904, for an appointment.

c. CLEP English with Essay testing: 13 Apr 01. The Base Education Office will administer the College Level Examination Program (CLEP) English with Essay test on Friday, 13 Apr 2001 at 1300. This test is open to military only. To register, please call the Education Office at 605-5900 or stop by the Education Office in Bldg 14001.

d. Cal Poly VAFB M.S. program Spring 01 course announcement: The Aerospace Engineering Department at Cal Poly will offer the following courses Spring 01 to students at Vandenberg AFB. To learn more see <https://intranet.vandenberg.af.mil/30sg/30mss/mssed/index.html>.

- **Aero 435-80 - Finite Element Analysis**
- **Aero 521-80 - Missile and Launch Vehicle Aerodynamics**
- **Aero 500 - Individual Study**
- **Aero 599 - Design Project/Thesis**

Admission And Registration: Late registration now through 16 Apr 01. Please contact Vera Gee at vgee@calpoly.edu, for admission questions, and Rachel Mendoza at mendoza@calpoly.edu, for tuition and fee questions.

General Advising: Contact Mr. Jim Billings, Base Education Counselor, at 5-5903 or via e-mail to Jim.Billings@vandenberg.af.mil with any further questions. You can also contact Dr. Jin Tso, Chair of the Aero Department at 756-1391 or via e-mail to jtso@calpoly.edu.

e. Civilian Tuition Assistance: The criteria for this program is:

- GS-10 or equivalent and below
- AFSPC units only
- Course must be related to any Air Force mission
- Satisfactory performance rating
- Support is limited to one undergraduate course at a time, and maximum of 3 per year
- You can receive tuition assistance for certificate program courses and if you already have an Associates or Bachelors Degree.
- \$3500.00 cap in the fiscal year

For questions contact the Base Education Office at 5-5904.

f. Memorial Scholarship: The Aerospace Education Foundation will award a \$1,000 scholarship to an active duty full time guard or reserve (officer or enlisted) Air Force Association member who is pursuing a Master's degree in a non-technical field. To be eligible, the Air Force member must be a current member of AFA. The deadline for applications is 30 Jun 01 (postmarked) and the scholarship will be awarded in September. Requirements, selection criteria and applications can be obtained on the AEF website, <http://www.aef.org> or at the base education office. If you have questions, please

contact Jancy Bell at 800-727-3337 ext. 5801 or by email at AEFstaff@aef.org or the base education office at 5-5904.

Personal Computer Training Class Schedule: (30CS/MCA, 6-3771)

Starting in April, our class times will change to 0800 to 1100 and 1300 to 1600.

We will be offering Office 2000 classes starting in April. We will also be offering a DMS Only class, where we will go a lot more in depth about how to use all the options and features of DMS.

Lunch and Learn: Bring your lunch and learn. We will be focusing in on different features from different programs. Please email your suggestions for lunch and learn, and you should soon see them on the list of classes.

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military and DOD employees only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

Computer Based Training (CBT) Facility

In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

Instructor Led Classes

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
April					
4/5	Palm PDA Dayplanning	Lexi Schwartz	13:00-16:00	10	0
4/6	Intro to Computers	Jim Wooding	13:00-16:00	10	0
4/9-13	Access 2000 Basic	Lexi Schwartz	08:00-11:00	0	2
4/9-13	PowerPoint 2000	Jim Wooding	13:00-16:00	4	0
4/13	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	9	0
4/18-20	Excel 97	Jim Wooding	08:00-11:00	3	0
4/18-20	Word 2000	Lexi Schwartz	13:00-16:00	6	0
4/23-25	Word 97	Jim Wooding	08:00-11:00	13	0
4/23-27	Access 97	Lexi Schwartz	13:00-16:00	0	0
4/26	Defense Message System	Jim Wooding	08:00-11:00	5	0
4/27	Outlook 98 Email Only	Jim Wooding	08:00-11:00	12	0
4/30-3	Excel 2000	Jim Wooding	08:00-11:00	6	0
4/30-4	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	4	0
May 2001					
5/3	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	14	0
5/4	Excel 97 Advanced	Jim Wooding	08:00-11:00	10	0
5/7-11	PowerPoint 2000	Jim Wooding	08:00-11:00	5	0
5/7-10	Project 98	Lexi Schwartz	13:00-16:00	10	0
5/11	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	13	0
5/14	Palm PDA - Beginning	Lexi Schwartz	08:00-11:00	14	0
5/14-16	Outlook	Jim Wooding	13:00-16:00	7	0
5/14-18	Access 97	Lexi Schwartz	13:00-16:00	13	0
5/15-17	Excel 97	Jim Wooding	08:00-11:00	13	0
5/18	Outlook 98 Email Only	Jim Wooding	08:00-11:00	13	0
5/21-25	Access Lab	Lexi Schwartz	08:00-11:00	13	0
5/21	Outlook 98 Email Only	Jim Wooding	13:00-16:00	14	0
5/22-24	Excel 2000	Jim Wooding	13:00-16:00	11	0
5/25	Outlook 98 Email Only	Jim Wooding	13:00-16:00	14	0
5/29-31	Word 97	Lexi Schwartz	08:00-11:00	14	0

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5/29-31	Outlook	Jim Wooding	13:00-16:00	14	0
Lunch and Learn					
April 2001					
4/2	Outlook - Delegating and Out of Office Assistant	Various	11:30-12:30	12	0
4/4	Word - Mail Merge	Various	11:30-12:30	11	0
4/6	Office -- Routing Documents	Various	11:30-12:30	10	0
4/9	Excel 97 - Pivot Tables	Various	11:30-12:30	9	0
4/11	Excel - Filtering, Sorting & Subtotals	Various	11:30-12:30	9	9
0					
4/13	Word - Tables	Various	11:30-12:30	3	0
4/18	Word - Forms	Various	11:30-12:30	10	0
4/20	Excel - Formatting & Conditional Formatting	Various	11:30-12:30	10	0
4/23	Outlook - Calendaring & Meeting Planner	Various	11:30-12:30	12	0
4/25	PowerPoint - Inserting Sound & Movies	Various	11:30-12:30	10	10
0					
4/27	Office - Object Linking & Embedding	Various	11:30-12:30	14	14
0					
4/30	Excel 2000 - Pivot Tables	Various	11:30-12:30	13	0
May 2001					
5/2	Windows - Tips and Tricks	Various	11:30-12:30	11	0
5/4	Office - Drawing	Various	11:30-12:30	13	0
5/7	Outlook - Delegating And Out of Office Assistant	Various	11:30-12:30	14	0
5/9	Excel - Workbook Sharing	Various	11:30-12:30	13	0
5/11	Word - Columns	Various	11:30-12:30	13	0
5/14	Office - Customizing Toolbars	Various	11:30-12:30	13	0
5/16	Word - Dealing with Graphics	Various	11:30-12:30	13	0
5/18	PowerPoint - Custom Animation	Various	11:30-12:30	11	0
5/21	Internet Explorer - Tips & Tricks	Various	11:30-12:30	11	0
5/23	Excel - Macros	Various	11:30-12:30	10	0
5/25	Word - Master & Sub-Documents	Various	11:30-12:30	11	0
5/30	Excel - Headers and Footers	Various	11:30-12:30	11	0
June 2001					
6/1	Outlook - Tasks: Making, Assigning & Tracking	Various	11:30-12:30	14	0
Security					
April 2001					
4/11	UCM Training	Dianne Raynor	08:00-11:30	16	0
May 2001					
5/9	SATE Managers	Dianne Raynor	08:00-11:30	21	0
5/23	EMSEC Training	Dianne Raynor	08:00-11:30	24	0
June 2001					
6/6	Certification & Accreditation	Dianne Raynor	08:00-11:30	21	0
July 2001					
7/11	UCM Training	Dianne Raynor	08:00-11:30	25	0